#### South Carolina Department of Public Safety - South Carolina State Transport Police



USDOT# 2318379

Legal: SOUTHERN VALET LLC

Operating (DBA):

MC/MX #:

ld #:

Federal Tax ID: 200140116

Review Type: Safety Audit – New Entrant

N/A

Location of Review/Audit: Company Facility in the U.S.

Territory: F

Operation Types Interstate intrastate

Scope: Entire Operation

Carrier: Shipper: N/A N/A Non-HM N/A

Gross Revenue:

Business: Corporation **\$**0

for year ending:

12/31/2012

Company Physical Address:

Cargo Tank:

710 LADY STREET SUITE 102

COLUMBIA, SC 29201, UNITED STATES

**Contact Name: SEAN POTTER** 

Phone numbers: (1) 8033760085

(2) 8033616857

Fax 8033760067

E-Mail Address: SEAN@SOUTHERNVALET.COM

Company Mailing Address:

710 LADY STREET SUITE 102

COLUMBIA, SC 29201, UNITED STATES

Carrier Classification

Other

Cargo Classification

**Passengers** 

Does carrier transport placardable quantities of HM? No

is an HM Permit required?

No

Driver Information

inter Intra 0

0

Average trip leased drivers/month: 0

< 100 Miles: >= 100 Miles: 2 0

Total Drivers: 2

CDL Drivers: 2

Equipment

Term Leased Trip Leased Owned

Owned Term Leased Trip Leased

Minibus, 16+

n

USDOT#: 2318379

Power units used in the U.S.:

1

Percentage of time used in the U.S.:

100



# SOUTHERN VALET LLC

USDOT#: 2318379

Review Date: 6/26/2012

### Part A

QUESTIONS regarding this report or the Fedreal Motor Carrier Safety or Hazardous Materials rules maybeaddress to the Office of Motor Carriers at:

South Carolina State Transport Police / Motor Carrier Compliance Unit 10311 Wilson Blvd. / P.O. Box 1993, Blythewood, SC 29016

Phone: 803-896-5500 / Fax: 803-896-5526

This SAFETY AUDIT will be used to assess your safety compliance.

Person(s) Interviewed:

Name: SEAN POTTER

Title: PRESIDENT

Name: DEREK NATTIER Title: VICE PRESIDENT

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# SOUTHERN VALET LLC

USDOT#: 2318379

Review Date: 6/26/2012

#### Part B - Questions and Answers

An asterisk (\*) beside an answer indicates an area of non-compliance by the motor carrier, and negatively affects the results of the audit.

Question General # 1 Section # 387.7(a) Acute

<u>Answer</u>

Does the carrier have the required minimum level of financial responsibility in effect (property carrier)?

N/A

Comments

Intrastate only

Question General #2 Section #387.7(d) Critical

Answer

Does the carrier have required proof of financial responsibility (property carrier)?

N/A

<u>Comments</u>

Question General # 3 Section # 387.31(a) Acute

Answer

Does the carrier have the required minimum level of financial responsibility in effect (passenger carrier)?

N/A

Comments

Intrastate onlt

Question General # 4 Section # 387.31(d) Critical

Answer

Does the carrier have required proof of financial responsibility (passenger carrier)?

N/A

Comments

Question General # 5 Section # 13901 (392.9a(a)(1))

Answer

Is the motor carrier authorized to conduct interstate operations in the United States?

No \*

Comments

Intrastate Only

Question General # 6 Section # 390.15(b)(1)

Answer

Can the carrier provide a complete accident register of recordable accidents?

Yes

Comments

Question General # 7 Section # 390.15(b)(2) Critical

Answer

Does the carrier have copies of all accident reports required by States or other government entities or insurers?

Yes

Comments

Question General # 8 Section # 390.3(e)

Is the carrier knowledgeable of the FMCSRs/HMRs?

Answer

Yes

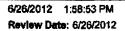
Comments

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Does the carrier know the commercial motor vehicles marking requirements?	
	Yes
Comments	
Question Driver # 1 Section # 391.51(a) Critical	Answer
Does the carrier maintain complete driver qualification files?	Yes
Comments	
Question Driver # 2 Section # 391.11(b)(4) Acute	Answer
s the carrier using physically qualified drivers?	Yes
Comments	
Question Driver # 3 Section # 391.45(a), 391.45(b) Critical	Answer
oes available evidence indicate the motor carrier has used a driver without a medical certificate or with an expired medical certificate?	No
comments	
Question Driver # 4 Section # 391.15(a) Acute	Answer
s the carrier using any disqualified drivers?	No
Comments	
Question Driver # 5 Section # 391.51(b)(2) Critical	Answer
Does the carrier maintain driving inquiry data in driver qualification files?	Yes
Comments	
uestion Driver # 6 Section # 382.115(a), 382.115(b) Acute	Answer
las the carrier implemented an alcohol and/or controlled substances testing program?	Yes
comments	
uestion Driver # 7 Section # 382.213(b) Acute	Answer
as the carrier used drivers who have used controlled substances?	No
omments	
uestion Driver # 8 Section # 382.215 Acute	Answer
as the carrier used a driver who has tested positive for a controlled substance?	No







Has the carrier used a driver known to have an alcohol concentration of 0.04 or greater?  Comments  Question Driver # 10 Section # 382.505(a) Acute  las the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 nours of being tested?  Comments  Answer Yes additive found to have an alcohol concentration of .02 or greater but less than .04 within 24 nours of being tested?  Comments  Answer Yes additive function?  Comments  Lession Driver # 11 Section # 382.301(a) Critical lass the carrier conducted post accident testing on drivers for alcohol?  Comments  Lession Driver # 13 Section # 382.303(b) Critical lass the carrier conducted post accident testing on drivers for controlled substances?  Answer Yes comments  Lession Driver # 14 Section # 382.305 Acute lass the carrier implemented random testing program?  Answer Yes comments  Lession Driver # 15 Section # 382.305(b)(1) Critical lass the carrier conducted pandom alcohol testing at an annual rate of not less than the applicable annual rate or	Question Driver # 9 Section # 382.201 Acute	A
Answer yes the carrier conducted post accident testing on drivers for controlled substances?  Answer yes as the carrier implemented random testing program?  Answer yes as the carrier implemented random testing program?  Answer yes as the carrier conducted random alcohol testing at the applicable annual rate of the average number of driver positions?  Answer yes as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  Answer yes as the carrier conducted controlled substance rate of not less than the applicable annual rate of the average number of driver positions?  Answer yes as the carrier conducted controlled substance rate of not less than the applicable annual rate of the average number of driver positions?  Answer yes as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the yes as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the yes as the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?  Answer yes	Has the carrier used a driver known to have an alcohol concentration of 0,04 or greater?	Answer No
rias the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 nours of being tested?    Comments	Comments	
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Answer Yes   Answe	Has the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 hours of being tested?	No
tas the carrier ensured that drivers have undergone testing for controlled substances prior to performing a affety sensitive function?  **Comments**  **Westion** Driver # 12 Section # 382.303(a) Critical as the carrier conducted poet accident testing on drivers for alcohol?  **Position** Answer Yes**  **Domments**  **Westion** Driver # 13 Section # 382.303(b) Critical as the carrier conducted poet accident testing on drivers for controlled substances?  **Position** Answer Yes**  **Domments**  **Position** Driver # 14 Section # 382.305 Acute as the carrier implemented random testing program?  **Position** Driver # 15 Section # 382.305 (b)(1) Critical as the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or protected rate of the average number of driver positions?  **Position** Driver # 16 Section # 382.305(b)(2) Critical as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  **Position** Driver # 16 Section # 382.305(b)(2) Critical as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  **Position** Driver # 17 Section # 40.305(a) as the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?  **Position** Prover** Driver** Position** Prover** Prover	Comments	
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Investion Driver # 12 Section # 382.303(a) Critical Answer Yes described confidence of the string on drivers for alcohol?  Investion Driver # 13 Section # 382.303(b) Critical as the carrier conducted post accident testing on drivers for controlled substances?  Investion Driver # 14 Section # 382.305 Acute Answer Yes as the carrier implemented random testing program?  Investion Driver # 15 Section # 382.305(b)(1) Critical as the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or protected rate of the average number of driver positions?  Institute of the average number of driver positions?	Has the carrier ensured that drivers have undergone testing for controlled substances prior to performing a safety sensitive function?	
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Answer as the carrier implemented random testing program?  Tes  Tes  Tes  Tes  Tes  Tes  Tes  Te	las the carrier conducted post accident testing on drivers for controlled substances?	
Answer Yes  Prominents  Driver # 15 Section # 382.305(b)(1) Critical as the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or orated rate of the average number of driver positions?  Prominents  Driver # 16 Section # 382.305(b)(2) Critical as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  Answer Yes	Comments	
Answer yes  parties  Driver # 15 Section # 382.305(b)(1) Critical as the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or yes  parties  parties  Driver # 16 Section # 382.305(b)(2) Critical as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  Answer Yes	Question Driver # 14 Section # 382.305 Acute	Angwar
Answer as the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or are the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or are the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate of the average number of driver positions?  Answer Yes	las the carrier implemented random testing program?	
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Yes orated rate of the average number of driver positions?  Institute of the average number of driver positions?	uestion Driver # 15 Section # 382.305(b)(1) Critical	Answer
Driver # 16 Section # 382.305(b)(2) Critical as the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  The provents are the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?  Answer Yes	as the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or rorated rate of the average number of driver positions?	
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s the carrier conducted controlled substance testing at the applicable prorated rate of not less than the plicable annual rate of the average number of driver positions?  Imments  Section Driver # 17 Section # 40.305(a)  Some the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?  Yes	uestion Driver # 16 Section # 382.305(b)(2) Critical	Answer
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s the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?  Yes	omments	
s the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions? Yes	uestion Driver # 17 Section # 40.305(a)	Answer
mments	as the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?	
	2mments	



Question Driver # 18 Section # 40.309(a)	Answer
is the carrier conducting follow-up testing as directed by the Substance Abuse Professional?	Yes
•	, 00
Comments	
Question Driver # 19 Section # 382.211 Acute	
	Answer
Has the carrier used a driver who has refused to submit to an alcohol or controlled substances test required under Part 382?	No
Comments	
Question Driver # 20 Section # 382.503 Critical	Answer
Has the carrier used a Substance Abuse Professional as required by 49 CFR Part 40 Subpart O?	Yes
Comments	
Question Driver # 21 Section # 383.23(a) Critical	Answer
Has a driver operated a commercial motor vehicle without a current operating license, or a license, which hasn't been properly classed and endorsed?	No
Comments	
Question Driver # 22 Section # 383.37(a) Acute	Answer
Has the motor carrier knowingly allowed it's drivers who's CDLs have been suspended, revoked or canceled by a state, have lost the right to operate a CMV in a State, or have been disqualified from operating a CMV to operate a commercial motor vehicle?	No
Comments	
Question Driver # 23 Section # 383.51(a) Acute	Answer
Has the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle?	No
Comments	
Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2)	Answer
Does the carrier have a system for recording hours of duty status on 100/150- mile radius drivers, and are they properly utilizing the 100/150 air-mile radius exemption?	Yes
<u>Comments</u>	
Question Operations # 2 Section # 395.8(a) Critical	Answer
Does the carrier require drivers to make a record of duty status?	Yes
Comments	
Question Operations # 3 Section # 395.8(i) Critical	Answer
Does the carrier require drivers to submit records of duty status within 13 days?	Yes
Comments	

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Question Operations # 4 Section # 395.8(k)(1) Critical	Answer
Can the carrier produce records of duty status and supporting documents for selected drivers?	Yes
Comments	
Question Operations # 5 Section # 395.3(a)(1) Critical	Answer
Has the carrier allowed driver(s) to exceed the 11-hour rule? (Property)	N/A
Comments	
Question Operations # 6 Section # 395.3(a)(2) Critical	Answer
Has the carrier allowed driver(s) to exceed the 14-hour rule? (Property)	N/A
Comments	
Question Operations # 7 Section # 395.3(b)(1) Critical	Answer
Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Property)	N/A
Comments	
Question Operations # 8 Section # 395.3(b)(2) Critical	Answer
Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? Property)	N/A
Comments	
Question Operations # 9 Section # 395.5(a)(1) Critical	Answer
Has the carrier allowed driver(s) to exceed the 10 hour rule? (Passenger)	No
Comments	
Question Operations # 10 Section # 395.5(a)(2) Critical	Answer
las the carrier allowed driver(s) to exceed the 15 hour rule? (Passenger)	No
Comments	
Question Operations # 11 Section # 395.5(b)(1) Critical	Answer
las the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? Passenger)	No
Comments	,
Question Operations # 12 Section # 395.5(b)(2) Critical	Answer
las the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? Passenger)	No
Comments	

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Question Operations # 13 Section # 395.8(e) Critical	
, ,	<u>Answer</u>
Does available evidence indicate a selected driver has prepared a false record of duty status?	No
Comments	
Question Operations # 14 Section # 392.2 Critical	Answer
Does the motor carrier ensure that drivers operate commercial motor vehicles in accordance with the laws, ordinances, and regulations of the jurisdictions in which they are operating?	Yes
Comments	
Question Operations # 15 Section # 392.9(a)(1) Critical	Answer
Does the carrier ensure that drivers are not permitted to drive a vehicle without the cargo properly distributed and adequately secured?	N/A
Comments	
Question Operations # 16 Section # 392.4(b) Acute	Answer
Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, narcotic drugs, amphetamines, or any other substances capable of rendering the drivers incapable of safely operating motor vehicles?	No
Comments	
Question Operations # 17 Section # 392.5(b)(1) Acute	Answer
Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, intoxicating beverages?	No
Comments	
Question Operations # 18 Section # 392.5(b)(2) Acute	Answer
Have any drivers operated a commercial motor vehicle within 4 hours of having consumed intoxicating beverages?	No
Comments	
Question Maintenance # 1 Section # 396.3(b) Critical	Answer
Can the carrier produce maintenance files for requested vehicle(s)?	No *
Comments	
Carrier maintenance file incomplete.	
Question Maintenance # 2 Section # 396.17(a) Critical	Answer
Can the motor carrier produce evidence of periodic (annual) inspections for selected vehicles?	Yes
Comments	
Question Maintenance # 3 Section # 396.11(a) Critical	Answer
Does the motor carrier require drivers to complete vehicle inspection reports daily?	N/A
Comments	

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Question Maintenance # 4 Section # 396.11(c) Acute	Answer
Does the carrier ensure that out-of-service defects listed by the driver in the driver vehicle inspection reports are corrected before the vehicle is operated again?	N/A
Comments	
Question Maintenance # 5 Section # 396.9(c)(2) Acute	Answer
Does the carrier ensure vehicles that have been declared "out-of-service" do not operate before repairs have been made?	Yes
Comments	
Question Maintenance # 6 Section # 396.19	Answer
Is the carrier using qualified inspectors (mechanic) and maintaining evidence of the inspector's qualifications?	Yes
Comments	
Question Maintenance # 7 Section # 396.3	Answer
Can the carrier explain its systematic, periodic maintenance program?	Yes
Comments	
Question Other # 1 Section # 375.211	Answer
Does the carrier participate in an Arbitration Program?	N/A
Comments	
Question Other # 2 Section # 13702	Answer
Does the carrier assess shipper freight charges based upon published tariffs?	N/A
Comments	
Question Other # 3 Section # 375.401(c)	Answer
Does the carrier provide reasonably accurate estimates of moving charges?	N/A
Comments	
Question Other # 4 Section # 375.407(a), 375.703(b)	Answer
Has the carrier avoided "hostage freight" or other predatory practices?	N/A
Comments	
Question Other # 5 Section # 387.301(a), 387.301(b)	Answer
Does the HHG carrier have sufficient levels of public liability and cargo insurance?	N/A
Comments	

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Question Other # 6 Section # 375.215	Answer				
Does the carrier have a published tariff and is the motor carrier changing the applicable rate (375.215).					
Comments					
Question Other # 7 Section # 375,213	Answer				
Can the motor carrier identify the five documents required to be given to a prospective individual shipper prior to executing an order for service?	N/A				
Comments .					
Question Other # 8 Section # 37 subpart H	Answer				
Does the carrier have the means to provide accessible over-the-road bus (OTRB) service on a 48-hour advance notice basis by its owned or leased OTRBs?	N/A				
Comments					
Question Other # 9 Section # 37 subpart H	Answer				
the carrier does not have the means then does the carrier have an arrangement with another carrier that perates accessible OTRBs?	No *				
<u>Comments</u>					
Carrier is not a over the road company					

Note: No Hazardous Materials questions were asked because the carrier does not carry Hazardous Materials in Interstate Commerce.

Hawaroxkscauz



### SOUTHERN VALET LLC USDOT#: 2318379

Review Date: 6/26/2012

### Part B

Your Proposed Safety Audit Result is: PASS

# **Explanation of Scoring Methodology**

Factor	Failed Questions		Performance	Total	Factor
	Critical	Acute	Test Status	Points	Status
1. General	o	0	_	o	PASS
2. Drive	0	0	_	o	PASS
3. Operations	0	0	:00000	o	PASS
4. Maintenance	1	0	PASS - 0.00 %	1	PASS
5. Hazardous Materials	-		-	_	
6. Accidents	_		PASS - 0.00		PASS
SUM	1	0		1	PASS

Result: Carrier has adequate basic safety management controls in place.

NOTE: Carrier has the right to request a review of this determination if there are factual or procedural disputes.

#### HOW THE SA IS SCORED

FACTORS - The Federal Motor Carrier Safety and Federal Hazardous Material Regulations are categorized into six factors. Multiple questions address the various factors. The Part B Question & Answer Report lists the CFR section numbers related to each question.

CRITICAL/ACUTE - Questions are also defined as CRITICAL, ACUTE or neither depending on the significance of the underlying regulation. Questions are assigned a point value if they are incorrectly answered. Critical = 1 and Acute = 1.5. The point values are summed for each factor. Any factor with a point value of 3 or more is marked "FAILED".

OUT OF SERVICE (OOS) RATE - The Driver/Vehicle OOS rate is used in factor #4 as another question. If there have been more than three level 1, 2, or 5 North American Standard Inspections conducted over the past year, they will be summarized. If the summed OOS rate is over 34%, one additional point is assigned to that factor.

CRASH FACTOR - Carriers are defined as urban or non-urban in order to compensate for the higher crash risk of urban operations. Urban carriers are defined as those that operate within a 100 air-mile radius. The crash rate for a carrier is calculated as accidents per million miles traveled. Factor #6 is "FAILED" if the urban carrier crash rate exceeds 1.7 or the non-urban carrier crash rate exceeds 1.5.

OVERALL STATUS DETERMINATION - Any carrier with 3 or more "FAILED" factors is deemed to have failed the Safety Audit by having inadequate safety management controls in place to operate in the U.S.

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# SOUTHERN VALET LLC

USDOT#: 2318379

Review Date: 6/26/2012

## Part B Requirements and/or Recommendations

- 1. Obtain a copy of each driver's driving record and review it annually.
- Drivers may not have Commercial Driver Licenses (CDLs) from more than one state. Ensure that all drivers have only one current CDL that is not under suspension or revocation. Driver CDLs must also match the correct class of vehicle driven and have applicable endorsements for double/triple trailer, passenger, tank vehicle and/or hazardous material operation.
- 3. Review the circumstances under which a CDL is required. CDL and drug testing rules apply to both interstate and intrastate commerce.
- 4. Ensure that drivers provide a 10-year employment history on their employment application.
- 5. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
- 6. Maintain all required controlled substance testing records including yearly summaries, quarterly summaries, test information, test results, records of training etc., as required by 49 CFR Parts 40 and 382 of the FMCSR.
- 7. Use of radar detectors or similar devices on commercial vehicles is illegal. Do not require or permit drivers to use them. Take appropriate disciplinary action against drivers if they are using such devices.
- Do not schedule or require drivers to make trips requiring them to exceed posted speed limits in order to complete the run within the hours of service limits.
- 9. Require all drivers to prepare complete and accurate records of duty status for each day, and to submit them within 13 days. Maintain all duty status records on file, with all supporting documents, for at least 6 months.
- 10. Ensure that all documents supporting records of duty status (such as toll, fuel repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
- 11. Obtain from any driver used for the first time (or intermittently) a signed statement showing the total time onduty during the preceding seven (7) days and the time at which the driver was last relieved from duty.
- 12. If you want some drivers to use the 100 air-mile radius exemption, make sure that the drivers meet all terms of the exemption, including being released from duty no more than 12 hours from when they report for duty. Logs must be prepared if a driver does not meet the 12 hour requirement.
- 13. New & intermittently used drivers must provide a signed statement showing their total time on-duty for the seven days preceding any trip. These records must be kept on file for 6-months.
- 14. Ensure that all drivers' records of duty status (logs) are accurate. Check them against "supporting documents" to verify accuracy. Prohibit falsification of logs by any driver. Review the rules on supporting documents. Take appropriate action against drivers who faisify logs.
- 15. Establish a systematic maintenance records program for all vehicles. Maintain a complete file for each subject vehicle, recording all repair, maintenance and inspection operations performed.
- 16. Ensure that the persons or entities that perform preventative maintenance inspections on your equipment are abiding by agreed time or mileage intervals. Ensure that records are kept of such periodic preventative maintenance inspections. Take corrective action, if schedules are not being adhered to.
- 17. This report contains citations of regulations that are deemed serious in nature and could result in penalties against your company and/or your drivers.
- 18. A complete Educational and Technical Assistance package entitled " A MOTOR CARRIER'S GUIDE TO IMPROVING HIGHWAY SAFETY" is available free on the FMCSA website to assist you in complying with the safety regulations. It contains many forms and documents useful for improving the safety of your operations. Check: www.fmcsa.dot.gov/factsfigs/eta/index.html.

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# 23. FATIGUE BASIC PROCESS BREAKDOWN: Roles and Responsibilities

# **DESCRIPTION OF PROCESS BREAKDOWN**

# BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Roles and Responsibilities.

- Identify, clearly define, and document roles and responsibilities of drivers and dispatchers as they pertain to Hours of Service policies and procedures.
- Identify, clearly define, and document role of senior manager(s) for implementing Hours of Service policies and for monitoring compliance with these policies.

#### Passenger Carriers:

 Define responsibilities for verifying that Hours of Service and available hours account for separate operations within-company, for intermittent and relief drivers, and for "extended day."

#### **Hazmat Carriers:**

 In assigning roles and responsibilities, it is important not to overburden drivers who are already timestressed.

#### Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP://
  Al.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This
  website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance"
  Section of the CSI web page that connects you with the reference materials in this website.
  - Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.
- 24. VEHICLE MAINTENANCE BASIC PROCESS BREAKDOWN: Qualification and Hiring Process

# DESCRIPTION OF PROCESS BREAKDOWN

# BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Check with previous employers and references regarding maintenance responsibilities and quality of previous work including whether the maintenance services were systematic and well documented.
- Query FMCSA's information system to check the performance of other carriers for whom the mechanic has worked to see if the mechanic has experience in a quality maintenance program.
- Enhance the recruitment process to identify and attract qualified applicants: use outside resources (insurance companies, industry groups, consultants) for qualified employee search and referrals.

#### Passenger Carriers:

Verify that mechanics and technicians have up-to-date bus-technology training and experience.

#### Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP://
  Al.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This
  website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance"
  Section of the CSI web page that connects you with the reference materials in this website.
  - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

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### 25. DRIVER FITNESS BASIC PROCESS BREAKDOWN: Qualification and Hiring Process

#### **DESCRIPTION OF PROCESS BREAKDOWN**

#### BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Query applicants, check with previous employers, and obtain necessary documents regarding previous violations, CDL, operational qualifications and training, as well as related background, medical conditions and driver behavior.
- Review and evaluate gaps in employment, frequent job changes, incomplete applications, within-company applications and re-assignments, operational limitations (e.g. LCV, HAZMAT), physical impairments, and controlled substances and alcohol involvement.
- Ensure Moving Violation Records (MVR) for all prospective drivers are reviewed as part of the hiring process.

#### Passenger Carriers:

Check the MVR to ensure that driver has proper class of license, and proper "P "or "S" endorsement, and if applicable endorsement on license has specific restriction, such as an air brake restriction.

#### **Hazmat Carriers:**

- Ensure that drivers can meet physical requirements and that they possess the personality traits necessary to withstand additional stress associated with multiple HAZMAT transportation responsibilities.
- Limit assignments of flammable hauls to non-smokers.

#### Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP:// Al.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
  - o Resource Number:
- Contact industry associations to get resources and Ideas on safety improvement practices from other carriers in the industry.
- 26. Notice: A pattern of and/or repeated violations of the same or related acute or critical regulations will cause the maximum penalties allowed by law to be assessed under Section 222 of the Motor Carrier Safety Improvement Act of 1999 (MCSIA). A pattern of violations means two or more violations of acute and/or critical regulations in three or more Parts of Title 49, Code of Federal Regulations discovered during any eligible investigation. Repeated violations means violation(s) of an acute regulation of the same Part of Title 49, Code of Federal Regulations discovered in an investigation after one or more closed enforcement actions within a six year period and/or violation(s) of a critical regulation in the same Part of Title 49, Code of Federal Regulations discovered in an investigation after two or more closed enforcement actions within a six year period.
- 27. To better understand your company's responsibilities under the Department of Transportation's Americans with Disabilities Act (ADA) regulations concerning accessibility of over-the-road buses, review the information on the Federal Motor Carrier Safety Administration's Web site at: http://www.fmcsa.dot.gov/rules-regulations/bus/company/ada-guidelines.htm
- 28. Provide pre-trip safety information to motorcoach passengers. For information about the Basic Plan for Motorcoach Passenger Safety Awareness that was published by the Federal Motor Carrier Safety Administration, go to the Agency's Web site at: http://www.fmcsa.dot.gov/about/outreach/bus/bus-safety-awareness-plan.htm
- 29. Ensure that all vehicles are properly marked with your name or trade name and U.S. DOT number. If your vehicles are also periodically operating for other carriers, they must be marked with that carrier's name and U.S. DOT#.
- 30. Conduct periodic internal reviews of your driver qualification, hours of service control, maintenance, accident analysis/reporting, training, and other safety systems to ensure continued compliance with the FMCSR.

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